

WELCOME TO

PSD PEARL HARBOR
ESO PROCTOR
TRAINING

EXAMINATION SITES

- CLUB PEARL (NAVAL STATION)
- SUBBASE GALLEY (SILVER DOLPHIN BISTRO)

DUTIES AND RESPONSIBILITIES

BUPERSINST 1430.16E

- 1 PROCTOR IS ASSIGNED FOR EVERY 25 CANDIDATES.

Proctor “sign in” procedures.

- When you arrive at the exam site, you should proceed directly to the front table and sign in. This will enable ESO personnel to know which proctors are present and how many proctors are available to assist with the exam.

Custody of examinations

- a. Each proctor will be assigned up to 25 examinations. These exams will be packaged inside envelopes. Verify that you have all the exams you are supposed to have by matching the exams in your envelope with the names on the seating chart you received. You will be responsible for all items inside your envelope until you return them to a member of the examining board or the ESO at the conclusion of the examination. ENSURE YOU TURN IN TO THE ESO THE SAME EXAMS YOU RECEIVED FROM THE CANDIDATE.**

Entrance procedures for candidate at examination site.

- 3-4 proctors will be posted at the entrance of the exam site to allow the candidates inside. Those proctors will have a copy of the “alpha-roster” which will list all exam candidates and their assigned table. Proctors will check the military ID card (SMART Card is not acceptable) of every candidate allowed into the room and inform the candidate of their seating assignment. This same listing will be posted outside the exam site entrance. Proctors should encourage candidates to review this listing and identify their (the candidate’s) table before entering the exam site. Candidates should move directly to their assigned seat. All bags, reference material, food and beverages will be left at the front or side of the exam site. No beverages will be allowed at the exam tables.

Verification of candidate's identity

- Once all candidates are inside and are seated, proctors will distribute the exams. You must personally sight the ID card of the person to whom you are providing test materials (i.e. match name, SSN, pictures). Even though ID cards were checked at the exam site entrance, we need to ensure we give the correct exam to the correct candidate.

Inspection of exam material provided by **exam candidate**

- Exam candidates are allowed to bring in non-programmable calculators, slide rules, parallel rulers, maneuvering board, and towed array range finders. Proctors will inspect all items prior to the start of the exam. Calculator covers will be removed during this inspection. Any instructions not permanently attached to these items will be removed and returned at the end of the exam.

Verification of worksheet/answer sheet upon completion of each exam

- Candidates will be instructed to return all test materials to their assigned proctor when they have completed their exam. As you receive the test materials from each candidate, you must verify that you have received the examination booklet, worksheet, answer sheet, and scratch paper.

Since answer sheets are already bar coded, only blocks 4 through 10 are to be verified .

Ensure the same exam serial number on the examination booklet and worksheet is reflected on the answer sheet.

You also need to verify that all circles on the answer sheet have been filled in correctly. There should be no stray marks. No light should show through the

Handling candidate questions before or during exam. ASK the ESO or exam administrator!

- Several questions will likely be asked by the candidates, either before or after the exam. Unless you are 100% sure of the answer, please ask the ESO at the exam site. Questions or statements from candidates such as, “I think I have the wrong test” are critical and need to be verified by the ESO. Specific questions on the exam can not be answered by the proctors.

Examining board members and proctors may not interpret examination questions, engage in a discussion about questions, or assist in any way in their solution. Any proctor who assists a candidate in any way will result in the exam being revoked and the candidate expelled from the exam room. No make-up exam will be given. Examining board members must NEVER read examination questions to candidates without prior approval of BUPERS.

Escorting personnel to restroom

- One of the duties as a proctor will be to escort candidates to the restroom. Once candidates have entered the examination room, they will not be permitted to leave unless escorted by a proctor. Proctors must escort candidates to the restroom to ensure that no materials that could assist the candidate with the exam have been staged in the restroom, and that the candidate is not reviewing any test related materials while in the restroom.

DUPLICATE (SPLIT) EXAMS

- **In the event of split examination, proctors should tear the exam booklet as close as possible down middle (100 questions for each candidate). Give each candidate one-half of the exam. When the candidates have completed their respective half, inspect the exam booklet for any marks. Give each candidate the second half of the exam. Each candidate will have three hours to complete their exam. You must keep track of the time each candidate uses. If one candidate keeps a half of the exam for an extraordinary long time, the other candidate will be given extra time to ensure that each candidate has a full three hours to complete the exam.**

Turning exams over to ESO at the end of exam

- Once you have collected all test materials from assigned candidates, you should place them back inside the envelopes with each candidate's worksheet, answer sheet, and scratch paper placed inside of the examination booklet. Once you have collected all test materials for each envelope and verified the worksheet and answer sheet, turn the envelope into the ESO or the examining board members at the front table. Placing the exams in the order of the accompanying list will speed this process. After you have turned in all of your envelopes and the contents have been verified, you have completed your proctor duties and are "free to go."

IN CASE OF FIRE/EMERGENCY AT THE EXAM SITE

- Instruct all candidates to depart the exam site leaving all exam materials on the table and proceed to the mustering area (TBA).
- If there is enough time and with no danger to your life, collect all exam materials of each candidates assigned to you, depart the exam site and proceed to mustering area (TBA).
- ESO will have final determination if the exam will continue after the emergency.

SHOW TIME FOR PROCTORS

- 0600 IN THE EXAM SITE

SHOW TIME FOR CANDIDATES ON ALL EXAM DATES

- 0630 IN THE EXAM TIME

**MAHALO!
FOR YOUR UNSELFISH
VOLUNTEERISM**